

**MINUTES OF BOARD OF TRUSTEES REGULAR MEETING  
DISTRICT NO. 537  
RICHLAND COMMUNITY COLLEGE  
ONE COLLEGE PARK – DECATUR, ILLINOIS 62521**

**August 18, 2009**

**CONVENING OF THE MEETING**

Call to Order The regular meeting was called to order at 5:30 p.m. Tuesday, August 18, 2009, in Conference Room A/B of the College by Vice Chairman Colee. Vice Chairman Colee also recited the College Vision, Mission and Core Values.

Roll Call

Members Present: Bruce Campbell, Dale Colee, Rev. Wayne Dunning, Dr. Larry Osborne, Randy Prince, and Emmett Sefton

Absent: Amy Bliefnick and Lucien Smith

Also present: Dr. Gayle Saunders and other staff members

**MINUTES OF PREVIOUS MEETING**

The minutes of the regular meeting of July 21, 2009, had been distributed to the Board prior to this meeting.

**Prince moved to approve the minutes of the regular meeting of July 21, 2009. Osborne seconded. Voice vote being all ayes, Vice Chairman Colee declared the motion carried.**

**APPEARANCE OF CITIZENS AND INTRODUCTION OF GUESTS**

**WRITTEN COMMUNICATIONS**

1. Correspondence from Major R. M. Gauthier, Salvation Army, thanking Dr. Brauer for the bicycle rack constructed and donated to the men's shelter.
2. College Activities Report

Fall classes began Monday, August 17, with enrollment up 20% from last Fall semester. Richland staff were commended on their efforts to accommodate student needs.

Farm Progress Show will be held September 1, 2, and 3. Classes will not be in session on September 1 or 2. Employees will report to work as scheduled.

The College will be closed on September 7 in observance of Labor Day.

### 3. Personnel Report

#### Full-Time Employment Resignation:

- Amy Moffett, Youthful Offender Counselor, Logan Correctional Center, effective August 7, 2009

#### Full-Time Employments:

- Patricia Boatman, Executive Administrative Assistant, Student and Academic Services, effective August 3, 2009
- Yolanda Mabry, Academic & Career Advisor, Enrollment Services, effective August 10, 2009
- Jessica Pickel, Assistant to the Dean, Health Professions, effective August 25, 2009
- Tiffany Talbott, Executive Administrative Assistant, Office of the President, effective August 31, 2009

#### Part-Time Employment:

- Jana Howe, Secretary, Health Professions, effective August 31, 2009

## **SPECIAL REPORTS**

### **REPORT OF THE PRESIDENT**

**Continuous Quality Improvement Network (CQIN)** – The CQIN Summer Institute was held on July 31 – August 2 in Dearborn, Michigan. The theme of the Institute was based on Thomas Edison’s five competencies of innovation.

**Sneak Peak of the Farm Progress Show** – The College will host a “Sneak Peak” of the Farm Progress Show on Monday, August 31, at the Center for Sustainability and Innovation.

**Darryl Worley Concert** – Darryl Worley will perform on Wednesday, September 2, at 8:00 p.m. Rock of Ages will open at 6:30 p.m.

**Retirement Reception** – The retirement celebration for Jane Johnson will be held on Tuesday, September 29, at 5:30 p.m. in the Andreas Agribusiness Education Center Atrium.

**October Board Meeting** – The October board meeting will be held in the Hope Academy Cafetorium on October 20. The community reception will begin at 5:00 p.m.

**Program Review Presentation** – Teena Zindel-McWilliams, Assistant to the Vice President, Student and Academic Services, reported to the Board. The Illinois

Community College Board (ICCB) requires a review of all programs every five years. Each community college establishes its own program review process and reports this process to ICCB as part of its recognition visit, also conducted every 5 years.

The review format gives Richland a benchmark for financial program comparisons, program need, objectives and outcomes, student satisfaction, strengths, emerging challenges, program improvements for the prior three years, and projected improvements. The process continues to be refined to assure that the ICCB requirements are met and that the stakeholders have the needed information to make informed decisions.

### **REPORT OF ICCTA**

Bruce Campbell reported that the next meeting will be September 11-12, 2009, in Springfield, Illinois.

### **REPORT OF AGREEMENT/CONTRACTS AUTHORIZED BY PRESIDENT SAUNDERS FOR THE MONTH OF JULY 2009**

During the month of June, Dr. Saunders signed two (2) documents that are listed in the Board Book, including the Fiscal Year 2009 Amendments with the Illinois Department of Corrections Office of Adult Education and Vocational Services and Articulation Agreements with Eastern Illinois University.

### **Audit Committee Report**

Dale Colee reported that the Audit Committee met on August 11, 2009, with Andy Thomas of May, Cocagne & King. The preliminary work is finished, and the field work is continuing. A report will be made at the November board meeting.

### **CONSENT AGENDA**

#### **Charge-Backs**

A recommendation to approve three charge-backs for first-time enrollments was presented to the Board for approval.

**Prince moved to approve the consent agenda items as presented. Osborne seconded. Voice vote being all ayes, Vice Chairman Colee declared the motion carried.**

## **OLD BUSINESS**

### **Construction Report**

Greg Florian, Vice President, Finance and Administration, reported to the Board regarding current construction projects.

The ITEP project is scheduled to bid on September 18. The University of Illinois Extension has moved into the Center for Sustainability and Innovation. There are a few punch list items to complete. The LEED criteria are being reviewed with the architects in the hope of achieving platinum status. The second floor space bids are due September 2. A recommendation will be made at the September board meeting.

The wind turbine has been installed and is operating. A video presentation was shown chronicling the progress.

### **Foundation Annual Meeting Report**

Wegi Stewart, Executive Director, Foundation and Development, reported to the Board. The annual meeting was held on July 23, 2009. The Foundation has been engaged in a major gifts campaign for 2 years. The process began with President Saunders presenting the Invitation to the Future to groups of prospective donors and friends of the College and community groups and businesses. The Investing in Our Future campaign began to take shape as donors, friends, neighbors, and community employers chose to make an investment in Richland's future. To date, the Foundation has raised over \$15 million, which is close to the \$17 million goal. A \$6.8 million bequest has been received from the Scherer trust, and the College has also received significant State and Federal grants for programs and future capital expansion. For the last several months, significant funds have been transferred to realize some of the dreams President Saunders set forth in her Invitation to the Future and to see part of the vision in the Major Gifts Campaign case statement come to fruition. Among those transfers of funds, the Foundation approved over \$100,000 to purchase equipment for Culinary Arts, Health Professions, Drafting Program, and Online Learning. At the annual meeting, the Foundation approved the transfer of \$300,000 to build out the second floor of the Center for Sustainability and Innovation. That will create a state of the art innovations lab for creative thinking and learning projects. The loan on the farm ground has been retired. The Foundation continues to secure new scholarships and gifts that serve students now and in the future.

### **Richland Community College Fairview Park Plaza Center Report**

Doug Brauer, Vice President, Economic Development and Innovative Workforce Solutions, updated the Board. 280 students used the Fairview Park Plaza Center for July 2009. A total of 11 classes has been offered at the site. Six credit classes are being offered for the fall semester. Thirty-four non-credit classes are scheduled.

### **NEW BUSINESS**

#### **Legal Representation Agreement – Samuels, Miller, Schroeder, Jackson & Sly, LLP**

A recommendation to approve the Legal Representation Agreement between Richland Community College and Samuels, Miller, Schroeder, Jackson & Sly, LLP, was presented to the Board.

**Campbell moved to approve the Legal Representation Agreement between Richland Community College and Samuels, Miller, Schroeder, Jackson & Sly, LLP, with an effective date of August 18, 2009, as presented. Prince seconded. Roll call being all ayes, Vice Chairman Colee declared the motion carried.**

### **FINANCIAL REPORT**

#### **Bills Payable**

The July 2009 Treasurer's Report and Financial Statement were presented to and discussed with the Board.

A list of bills for payment and ratification in the amount of \$1,553,542.64 for July 2009 was distributed to the Board prior to the meeting.

**Prince moved to approve the bills for payment and ratification as presented and to approve the Financial Statement to be filed for audit. Dunning seconded. Roll call vote being all ayes, Vice Chairman Colee declared the motion carried.**

**ITEMS FROM THE BOARD**

Trustee Prince commented on how the H1N1 virus may affect Richland Community College. The College has worked with the Macon County Health Department to set up procedures and training.

Trustee Colee recognized the Foundation staff for their work during the Trustee Scholars Orientation.

**ADJOURNMENT**

**Prince moved and Osborne seconded to adjourn the meeting at 6:26 p.m.**

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Bruce Campbell, Secretary